

Policies Regarding Vehicle Leaks/Deposits in Parking Spaces

PURPOSE: To ensure parking spaces are well maintained and safe for customers. Substances that leak from vehicles damage parking surfaces, contribute to water and soil pollution, and create safety hazards. Removing substances is costly and can be difficult to remove if not addressed quickly. If left unattended, leaks contribute to the deterioration of parking facilities and increase operating costs.

POLICY: Vehicles that are identified as leaking substances, such as motor oil, transmission fluid and/or radiator coolant onto a parking space, must be removed from that space until the leakage has been stopped.

PROCEDURES: Facilities Management's Landscape Services Division (FMLSD) is responsible for cleaning parking facilities managed by the State Parking Division. When FMLSD observes that a parking space has new or increasing motor vehicle deposits, FMLSD will notify the State Parking Operations Manager (POM) whose staff will monitor the space to determine if the leak is coming from an employee's vehicle.

If it is determined that the leak is coming from an employee's vehicle, the POM will notify the State Parking Systems Manager (PSM) of the situation and location. The PSM will identify the owner of the vehicle and contact the associated employee to advise them that their vehicle is leaking fluids and what steps should be taken:

1. The vehicle must be removed from the facility.
2. The employee may be assigned to another parking area, depending on the severity of the leak, to allow the employee time to have the vehicle repaired. Time may be extended if needed for vehicle repair.
3. If the employee has a documented physical disability that restricts mobility, State Parking will work with the employee to the extent possible to minimize issues with accessibility to their work place.
4. The vehicle leak must be addressed before the employee can return to their parking assignment.
5. If the employee has not notified State Parking that their vehicle is repaired within six weeks of notice, State Parking will follow up with the employee on the status of their repair. If the employee has no foreseeable timeline for repairing the vehicle, their parking assignment may be terminated.
6. If the employee returns to their parking space without repairing their vehicle (i.e., parked with evidence of ongoing leakage), the vehicle may be towed at the owner's expense.

SPECIAL CONSIDERATIONS: Spaces that are accessible to the public during non-business hours and exhibit vehicle deposits will be monitored in the following manner: the space will be checked during weekdays when FMLS crews arrive at 4 am and at the end of the day by State Parking staff. This will prevent employees from being displaced by deposits from visitors' vehicles.

When an employee receives a new parking assignment and notes there are leakage deposits in their space, they may request that the condition is documented so they will not be held accountable for the existing condition of that space. State Parking will document the condition of the space and attach it to the employee's parking assignment file.